

# **CALIFORNIA WING CADET ADVISORY COUNCIL CONSTITUTION**

## **AUTHORITY**

- I. This document is a supplement to CAPM 52-16 and the supplements of higher echelons of the council. Authority to produce this document comes from CAPM 52-16, chapter 3, and National Headquarters.

## **OBJECTIVES AND PURPOSE**

- II. The CWCAC provides the influential cadets in California Wing with a problem-solving forum where a free exchange of ideas and information is geared toward strengthening the cadet programs of the wing as well as individual groups and cadet and composite squadrons.
  - A. The Council serves as the primary communication network for the cadets of California Wing.
  - B. It advises and informs the Director of Cadet Programs and the Wing Commander of cadet concerns and issues.
  - C. It makes recommendations for changes in the Civil Air Patrol and specifically the cadet program.

## **MEMBERSHIP**

- III. The Council consists of the following members who satisfy certain requirements.
  - A. The Executive Council includes the Chairman, Northern Vice-Chairman, Southern Vice-Chairman, and the Recorder. All members of the Executive Council must have earned the Billy Mitchell Award and have been a Group Representative for at least one year of the two years prior to elections.
  - B. Members of the Council are the representatives of each group. They should bring all interested parties to the wing council meetings.
  - C. The above membership requirements for the Executive Council may be suspended for one election by a 2/3 vote before or during the nomination period if an adequate number of qualified persons are not available to serve in any given position. If the motion to suspend the rules passes, then the requirements are waived for all Executive Council positions for that election.

## **GROUP COUNCIL SYSTEMS**

- IV. Group level councils are organized in either the Classic Council or District Council System. The goal of both systems is to effectively spread information for any particular group.
  - A. The Classic Council System is designed for smaller groups, or groups with many active CAC members. It is organized in the same way as the Wing Council, except there is only one Vice-Chairman, and the chairman of the group is called the Group Representative.
  - B. The District Council System is designed for larger and more spread-out groups, or groups without a strong CAC under the Classic Council System. It uses District Representatives (who are also Squadron Representatives) and a Group Representative (who is also a District Representative) to help the flow of communication between squadrons and the CWCAC. Groups under the District Council System are only required to meet once a year, to decide if they want to continue with the District Council System and also to choose new District or Group Representatives.
    - 1. Districts are made up of one or more squadrons; see Attachment 1 for district assignments.
    - 2. One of the Squadron Representatives must also be designated as the District Representative. If there are two or more squadrons in a district, the Squadron Representatives will decide which one will be the District Representative.

3. The District Representatives must decide which one will be the Group Representative, and therefore be required to attend CWCAC meetings. The Group Commander must approve the final decision for Group Representative.
  4. The District Council System is not designed for an equal representation of squadrons to vote on group issues. If a group wants to vote on other issues, it has the freedom to decide how it wants to accomplish this. One option is to go back to the Classic Council System.
  5. To change district assignments, the Group Representative must present a proposal to the Wing Council.
- C. All members of a group council must vote to change council systems. Because District and Group Representatives are also Squadron Representatives, each squadron will have one vote under the District Council System. Groups under the Classic Council System will hold standard elections. The final decision must be proposed to the Wing Council and approved before the change can take place.
  - D. The CWCAC Vice-Chairmen, Recorder, and Group Representatives always wear the red shoulder cords. Under the Classic Council System, the Vice-Chairman, Recorder, and Squadron Representatives wear the red and white shoulder cords. Under the District Council System, the District Representatives and Squadron Representatives wear the red and white shoulder cords.

## **TERMS OF OFFICE AND ELECTIONS**

- V. Elections will be held as follows.
  - A. Nominations for the Executive Council will be made in February, and elections will be held in April or May. Group level elections will be held after the wing level elections. All terms of office are from 1 July to 30 June.
  - B. Only Council members may nominate a representative for office.
  - C. Each Vice-Chairman will be elected only by the Group Representatives in his jurisdiction.
  - D. All elections will be run according to Robert's Rules of Order.

## **DUTIES AND RESPONSIBILITIES**

- VI. The following lists the responsibilities of the Council members at both the wing level and the group level when the Classic Council System is used. Any extension of them must be an amendment of this document. Under the District Council System, the only responsibility of the District Representatives is to assist the flow of information between the Group Representative and each Squadron Representative.
  - A. Chairman
    1. The Chairman shall preside over all meetings.
    2. He\* will represent California Wing to the Pacific Region Cadet Advisory Council.
    3. He will appoint or remove committee chairmen and serve on each as ex-officio.
    4. He will advise the Wing Commander of Council activity and cadet needs, either directly or through the Director of Cadet Programs.
  - B. Vice-Chairman
    1. The Vice-Chairman's job is to assist the Chairman with his duties.
    2. The higher-ranking Vice-Chairman shall serve as the Chairman in the event of his absence.
    3. The higher-ranking Vice-Chairman is the alternate representative to PRCAC.
    4. If the Chairman cannot finish his term of office, the council will vote on which Vice-Chairman will succeed him.
  - C. Recorder
    1. The Recorder will administer the paperwork of the Council.

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\* "He" will refer to "he or she" throughout this document.

2. Upon receiving proposals he will assign them a reference number and distribute them to the members of the Council.
  3. Upon receiving Group Minutes from Classic Council System Groups, he will ensure that they are suitable for publishing and send them to the Director of Cadet Programs.
  4. He will type the minutes from every Council meeting within two weeks of the meeting and send them to the Chairman for approval. After approval, the minutes will be sent to
    - a. The Commander
    - b. Each member of the Council
    - c. The next higher CAC Chairman
    - d. CWCAC Recorder sends them to National Headquarters. Group Recorders send them to the CWCAC Recorder.
  5. The Recorder will organize and keep the Council's records. This includes the current Constitution, standing rules, and rosters, and all letters, minutes, and proposals written during the last three years.
  6. He will send minutes from each meeting, rosters, and other relevant information to the webmaster of the California Wing Cadet Programs website in order to keep the CAC webpage current.
- D. Group Representative
1. The Group Representative is the primary representative from his Group and will cast his Group's vote. He will be prepared for each CWCAC meeting.
  2. He will bring a status report on the cadet program in his group to each CWCAC meeting.
  3. He will advise the Group Commander, either directly or through the Group DCP, of Council activities and cadet needs.

## **PROPOSALS**

- VII. Any cadet in California Wing may bring a proposal to the CWCAC, regardless of the type of council system used by his group. All proposals must be submitted to the Recorder at least fifteen days before the next CWCAC meeting.

## **VOTING**

- VIII. The Chairman will determine if a quorum is present. A quorum will be defined as a two-thirds majority of the voting members of the Council, and is required to conduct any business other than reading reports, discussions, or setting the next time to meet.
- A. Each member of the Council has one vote. The Chairman does not vote except to break a tie.
  - B. All elections and voting will be conducted in accordance with Robert's Rules of Order.

## **COMMITTEES**

- IX. Committees will be created only for specific purposes and will be either standing or special. Each committee will have its membership ceiling and criteria set at the time of creation.
- A. Standing committees are active until discharged by the Council.
  - B. Special committees will have a life span set at the time of creation and may be discharged before that life span is up. Non-members of the Council may serve on a special committee.
  - C. The Chairman appoints all committee chairmen.
  - D. All committees report to the Council.

## **IMPEACHMENT**

- X. Any member of the Wing Council may be impeached from office.

- A. One member of the Council must make a motion to bring the issue before the Council. This motion must be seconded and passed with a majority vote.
- B. The Council will establish the time when a hearing will take place to either impeach or absolve the Council member. The Council is the jury of the hearing and will vote on the issue in its usual manner. The Chairman of the hearing is also the judge of the hearing and will ensure that the proceedings are professional and just. During a hearing to impeach a Council member, the motion "To Call for the Previous Question" may not be made, nor any motion to limit the time of discussion by the Council member in question. The judge will ensure that the Council member in question has had ample opportunity to address the issue and will decide when the question shall be put and the vote taken.
- C. If the Chairman is to be impeached, the higher-ranking Vice-Chairman will act as the judge.
- D. A vote of three-fourths of the total membership of the Council is required to impeach. If the number of members present at the hearing is less than three-fourths of the total membership, the hearing cannot take place. If the question to impeach is defeated by having less than three-fourths of the Council vote for it, the Council member is absolved of the issue and it cannot be brought before the Council again during that term of office.
- E. If the Council member is impeached, the Council will vote on whether he will be allowed to fulfill a CAC position at any level in the future. This vote requires approval of two-thirds of the Council members present at the impeachment hearing.

#### **AMENDMENTS**

- XI. All amendments to this constitution must be ratified by a two-thirds vote of the Council. Each member of the Council must have thirty days notice prior to the vote on any amendment.
- XII. The Council may adopt a set of Standing Rules, which may be amended without prior notice and be a majority vote of the Council members present.

This Document was prepared as a supplement to and will be used in conjunction with CAPM 52-16, and has been approved by the following:

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California Wing Commander

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Pacific Region Commander